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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

FROM : Chief, Building Maintenance & Utilities

DATE: 1 May 1952

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of April, 1952.

Volume:

1. Requests for services processed during month of April	
A. New Requests by memorandum or requisition	388
B. On hand prior to May	13
	<u>401</u>
C. Written orders placed with G.S.A.	253
D. Number on hand no action as of 30 April	14
E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto)	1

2. Funds obligated (This section submitted January, April, July or October)

A. First Quarter Encumbrances	
1. Routine alterations, painting, repairs	\$18,300
2. Special Projects	
a. Renovations (6605)	100,516
b. Renovations (Other)	2,080
	<u>Total</u>
	\$102,596
3. Protective Service (GSA Guards)	
a. 162 reimbursable posts	66,593
b. 34 non-reimbursable posts	
4. Laborers and Trucks (From GSA)	5,333
Total Funds Obligated	<u>\$71,726</u>

3. Sums paid to G.S.A. during April against orders encumbered in fourth quarter.

1. Alterations and Installations	\$37,643.74
2. Guards	77,399.41
3. Laborers and Trucks	473.79
4. Elevator Service	59.11
5. Fireman-Laborers	1,659.98
6. National Security Council	65.51
	<u>\$117,301.54</u>

4. Work Load Status

A. Number of Requests on which orders have been placed but work has not been completed.

30 days old	150
60 days old	60
90 days old	31
120 days old	30
	<u>Total</u>
	271

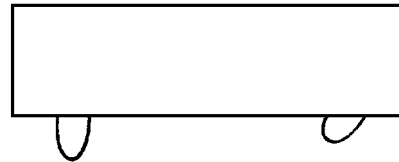
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B. Orders submitted to GSA non-reimbursable

In writing	15
Verbal	<u>350</u>
	365

C. Inter-office memorandums	79
Inter-agency letters	9

D. Space moves during April	31
Total personnel moved	805
Man hours by GSA Laborers	5068
Estimated cost	\$7,332.80



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Attachments